



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)  
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT  
SUPPLEMENT**

**CHAPTER 30 – PROPERTY MANAGEMENT**

**Supplement No:** NR-2019-4

**Effective Date:** April 15, 2019

**Duration:** Effective until superseded or removed

**Approved:**

/s/ Michael Degrosky

**MICHAEL DEGROSKY**

**Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

<b>New Document</b>	NR-2019-4	5 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR-2018-4 (4/1/2018)	5 Pages

**Digest:**

- No changes

## Property Receipting Procedures

For all property and supplies ordered and received from the cache, please refer to the Northern Rockies Cache Management Plan (Northern Rockies Cache, Coeur d'Alene Cache, and Billings Cache) at the following website:

[www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222](http://www.fs.usda.gov/detail/r1/fire-aviation/?cid=stelprdb5362222)

The Northern Rockies has recommended that ALL incidents (complex Type 3 and above) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items.

Radio Kits – All radio kit returns must include the appropriate documentation of who received the radio and any necessary forms to report damage or loss (OF-289). Any general message forms submitted must have the contact name and phone number listed.

## Identification

Accountable Property - Items with a purchase price of \$5,000 (USDA, USDI, MT-DNRC), or \$2,000 (IDL) or more, or items which the incident agency considers sensitive, such as cameras, computers, chainsaws and radios, are accountable and are marked with an agency identification number.

## Property Accountability Controls

The incident agency is responsible for establishing and maintaining sound property management procedures. These procedures must ensure adequate documentation to determine circumstances leading to the damage or loss of accountable property and to identify responsible individual(s), if applicable. When damage or loss reports are disputed by the incident agency, the documentation will be used to facilitate adjudication between the incident and supporting agency. The documentation may also be used to determine individual responsibility/liability as per agency policy.

Issues, Transfers and Returns - Issues, transfers and returns of durable property will be tracked using either the Report of Transfer or Disposition or Construction of Property (Form AD-107), Receipt for Property (Form DI-105), or other incident-specific form showing both the assignment and return of accountable property to/from an individual. Positive identification will be checked prior to the issuing of accountable assets.

Incident Summary and Loss Use Reports - Complete the Property Loss and Damage Report. Reports should be completed on all damaged and/or disposed durable property and trackable NFES items. This report is not required for consumable supplies. This report should be submitted to the issuing cache if the item was issued by a cache, or to the home unit property manager for all other items.

The Northern Rockies utilizes an attachment to the OF-289 that facilitates the documentation and approval/disapproval process for property loss and damage for government property. See Exhibit NR9.

The Incident Management Team is responsible for ensuring documentation is completed as per host agency guidelines and forwarded to the incident agency and individual's home unit if the resource has already demobed. When property theft occurs, the law enforcement agency with jurisdiction shall be notified. The incident agency is to be provided with the appropriate documentation:

- Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, AD-112 (USDA and IDL)
- Report of Lost or Stolen Property, DS-92 (MT DNRC)
- Report of Survey, DI-103 (USDI)

Government Property - If a durable nonstandard item was damaged on the incident due to a **specific event** (e.g. wind destroys a tent or tree bends a saw bar), the incident may issue an "S" Resource Order number on an Incident Replacement Requisition, OF-315 (after the Property, Damage or Loss Report, OF-289 has been completed) authorizing the replacement item to be **obtained by the home unit** and charged back to the incident. Nonstandard items will be replaced at the value of the standard cache item.

Replacement of durable items which become worn out on a particular incident and have a useful life expectancy greater than one incident will remain the responsibility of the home unit which originally purchased the item. Incident personnel are not authorized to approve replacement of these items with suppression dollars, or to issue "S" numbers for the home unit to charge replacement items back to the incident.

Units shall designate an official responsible for approving the purchase of replacement items consumed, destroyed or damaged on incidents. This official will coordinate with logistics and finance as necessary.

Damage to Vehicles - Reference IIBMH Chapter 70 – Claims, to properly document vehicle damages and accidents.

**Exhibit NR9**

PROPERTY LOSS OR DAMAGE REPORT  Fire Suppression		1. Crew Name or No. (O#, A#, E# or C#)	2. ID NO (Form OF-288) <b>NOT APPLICABLE</b>
		3. ISSUED TO (List: Individual Name, Home Unit Name, Home Unit Address, Email and Telephone Numbers – Fax, Cell, Work, etc.)	
4. ISSUING OFFICE OR CAMP NAME (Name of Incident Agency and the Incident Number)			
5. FIRE NAME	6. FIRE NO. (Fire Account Code)	7. TYPE EMPLOYEE (Mark one with "X") /_/ Regular Govt    /_/ Casual Firefighter/AD    /_/ Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED (Include Property/Serial No. if applicable. Include approximate year of or age of equipment.)			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: (Be specific – date, place, division on fire; be descriptive of damage, loss, <u>HOW DID THE INCIDENT CAUSE THE DAMAGE</u> , etc.)			
10. SIGNATURE			11. DATE
12. Witness report: (Be specific – date, place, division on fire; be descriptive of damage, loss, <u>HOW DID THE INCIDENT CAUSE THE DAMAGE</u> what did you see, etc.)			
13. SIGNATURE			14. DATE
15. Fire Boss or Property Control Officer comments regarding loss or damage:  <b>Do not complete this section, see next page.</b>			
16. SIGNATURE		17. TITLE	18. DATE

<b>Requestor Name:</b> _____	<b>Resource Order#:</b> _____
<b>Incident Supervisor:</b>  Comments: _____  Name and Position: _____ -  Contact Phone and Email: _____  <input type="checkbox"/> Do Not Recommend <input type="checkbox"/> Recommended    Signature & Date: _____	
<b>Subject Matter Expert:</b>  <input type="checkbox"/> Supply <input type="checkbox"/> Ground Support <input type="checkbox"/> Communications <input type="checkbox"/> Computer Specialist <input type="checkbox"/> Other: _____  Comments: _____  Name and Position: _____ -  Contact Phone and Email: _____  <input type="checkbox"/> Do Not Recommend <input type="checkbox"/> Recommended    Signature & Date: _____	
<b>Incident Agency Representative:</b> (Agency Administrator, IBA, Finance Section Chief, Admin Representative, etc.)  <b>Decision:</b>  <input type="checkbox"/> Do Not Approve <input type="checkbox"/> Approved  <input type="checkbox"/> Approved with the following contingencies:  Comments: _____  Name and Title: _____    Signature & Date: _____ Contact Phone: _____	
<b>Supply Unit:</b> Sent to dispatch on: (date) _____    Resource Order(s) Assigned: <b>S</b> - _____	